

September 25, 2023 - October 1, 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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Monday, September 25

- 7:00am - 8:00am Review LA
- 8:00am - 9:00am Doc review
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

Tuesday, September 26

- Send equity emails
- 7:00am - 8:00am OMB budget presentation slides
- 11:30am - 12:30pm Webex meeting invitation: meeting
(b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services
- 11:30am - 12:00pm Discuss meetings with new DAEOs (cabinet agencies) - Nicole Stein
- 3:00pm - 3:15pm Move check-in/All-hands prep
(b)(5) - conference bridge access
- (b)(5) - conference bridge access - Dale A. Christopher
- 3:30pm - 4:00pm Invitation: OGE 7th Floor Build-Out @ Tue Sep 26, 2023 3:30pm - 4pm (EDT) (skfinlay@oge.gov) -
(b)(6) - Lisa Hunter's email address
- 4:00pm - 4:30pm GSA call
- 4:30pm - 5:30pm Review documents

Wednesday, September 27

- 7:00am - 7:45am Pull shredding for truck today
- 8:00am - 9:00am OGE FY2023 Full Review as of 9.25.23 (Microsoft Teams Meeting) - Shawna L. Cale
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 11:00am - 11:30am SAC/OMB Monthly Meeting- Topic: OMB Guidance on Organizational Health & Performance
- 11:00am - 11:30am SAC/OMB Monthly Meeting
(b)(5) - conference bridge access
- 1:00pm - 2:00pm DEIA Training and Discussion (WebEx Invitation Forthcoming) - Dale A. Christopher
- 1:00pm - 2:00pm Webex meeting invitation: DEIA Training and Discussion
- 2:00pm - 2:30pm Webex meeting invitation: Move to 250 E Street
- 2:30pm - 4:00pm Discuss Election Readiness Materials
- 4:30pm - 5:00pm Budget

Thursday, September 28

- Send whole hog
 - 7:00am - 8:00am Document review
 - 8:00am - 8:45am Lapse plan
 - 9:00am - 9:45am Prep
 - 10:00am - 11:00am OGE FY25 Budget Briefing for OMB
 - 11:00am - 12:00pm National Hispanic Heritage Month Observance
 - 11:00am - 12:00pm Webex meeting invitation: National Hispanic
 - 12:00pm - 12:30pm Hold
 - 1:00pm - 1:30pm Documents
 - 1:30pm - 2:00pm Prep
 - 2:00pm - 2:45pm Agency Transition Guide Interview: Shelley K.
 - 2:30pm - 3:30pm Webex meeting invitation: ITD Staff Meeting
 - 3:30pm - 4:00pm HOLD: ACE Conclusion
- More Items...

Friday, September 29

- CWS ↻
- Send disability month email
- 11:30am - 12:00pm OMB Lapse Call with Small Agency Council
(b)(5) - conference bridge access
- (b)(5) - conference bridge access Rich, Jeffrey S.

Saturday, September 30

Sunday, October 1

October 2, 2023 - October 8, 2023

October 2023

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November 2023

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Monday, October 2

- 7:00am - 8:30am Review documents
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 1:45pm - 2:45pm PCD Supervisors Meeting (Shelley's Office) - Nicole Stein ↻

Tuesday, October 3

- 7:00am - 8:00am GSA doc - review
- 9:15am - 9:30am Call
- 11:00am - 11:45am Emp Recog Call
- 2:30pm - 3:00pm Send out awards email
- 3:30pm - 3:45pm Call

Wednesday, October 4

- In office
- 7:00am - 8:30am Review candidate report
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 11:30am - 12:15pm Candidate Report (WebEx to follow) - Deborah J. Bortot
- 11:30am - 12:15pm Webex meeting invitation: 278 Report
(b)(5) - conference bridge access
- (b)(5) - conference - OGE Webex Services
- 1:30pm - 2:00pm Prep
- 2:00pm - 3:00pm PCD meeting - PCD Calendar ↻
- 2:45pm - 3:15pm (b)(6) - personal
- 3:15pm - 4:15pm (b)(6) - personal
- 4:30pm - 5:00pm (b)(6) - personal

Thursday, October 5

- 7:00am - 8:30am Doc review
- 8:30am - 10:00am Office Hours
- 10:00am - 11:00am Survey data
(b)(5) - conference bridge access
- (b)(5) - conference - Nicole Stein
- 11:30am - 12:00pm Certify T&A ↻
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 4:00pm - 4:45pm Call

Friday, October 6

- CWS ↻

Saturday, October 7

Sunday, October 8

October 9, 2023 - October 15, 2023

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Monday, October 9

- HOLIDAY**
- Columbus Day** (United States)
- 2:30pm - 3:30pm Chip/Shelley Check In** (Shelley's Office) - Dale A. Christopher ↻

Tuesday, October 10

- 7:00am - 8:00am Email/docs**
- 8:00am - 8:30am Check in** - Shelley K. Finlayson
- 9:30am - 10:00am Check in** - Shelley K. Finlayson ↻
- 11:15am - 11:45am Hold**
- 1:00pm - 1:30pm Check in** - Shelley K. Finlayson ↻
- 2:30pm - 3:00pm LEAP Check in** - Shelley K. Finlayson

Wednesday, October 11

- In office**
- 7:00am - 8:30am SOC review**
- 9:00am - 9:30am Budget Update** (Shelley's Office) - Gilbert Carlson ↻
- 10:00am - 11:00am Webex meeting invitation: ITD Quarterly Meeting with the Director**
- 11:00am - 12:00pm Webex meeting invitation: Compliance Division Staff Meeting**
- 12:30pm - 1:30pm SAGC Monthly Meeting** (Microsoft Teams Meeting) - Brianna Ingram ↻
- 1:00pm - 2:00pm PNB Program Meeting** (WebEx to follow) - Deborah J. Bortot
- 1:00pm - 2:00pm Webex meeting invitation: PNB Program Meeting**
- 2:15pm - 3:15pm Webex meeting invitation: IFDB Program Meeting**

Thursday, October 12

- 7:00am - 8:30am Approvals/documents**
- 9:00am - 11:00am Webex meeting invitation: CD (PRB/AOB) Quarterly Meeting with the Director**
 (b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services
- 11:00am - 12:00pm ELPB Quarterly Program Meeting** (WebEx to follow) - Seth Jaffe
- 11:00am - 12:00pm Webex meeting invitation: ELPB Quarterly Program Meeting (Seth set up)**
 (b)(5) - conference bridge access
- (b)(5) - conference bridge
- 1:30pm - 2:00pm** (b)(6) - personal
- 2:00pm - 3:30pm** (b)(6) - personal
- 3:30pm - 4:00pm** (b)(6) - personal

Friday, October 13

- CWS** ↻
- 3:15pm - 3:30pm OGE Finish Alternates**
 (b)(5) - conference bridge access
- (b)(5) - conference bridge - Jonathan Rodgers

Saturday, October 14

Sunday, October 15

October 16, 2023 - October 22, 2023

October 2023							November 2023							
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	29	30	31					26	27	28	29	30		

Monday, October 16

- 7:00am - 8:00am Email/docs
- 8:00am - 8:30am PA
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:00am - 11:30am S of C Chart/Responses Discussion (Seth will call at end of Check-in meeting between Shelley/Dave) - Seth Jaffe
- 11:30am - 12:00pm Report
- 2:00pm - 2:30pm LAWG Briefing for Acting Director (WebEx to follow) - Seth Jaffe
- 2:00pm - 2:30pm Webex meeting invitation: LAWG team briefing on LA recs
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A.
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) -
- 5:00pm - 5:30pm Webex meeting invitation: Candidate Report
- 5:30pm - 6:00pm SES narratives due

Tuesday, October 17

- 7:00am - 8:00am EIGA 45th
- 8:30am - 9:45am AAB Program Meeting
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - Nicole Stein
- 10:00am - 12:00pm CIGIE Member Meeting (1750 H St NW (1750 H St NW, Washington, District of Columbia 20006)) - Andrew Cannarsa ↻
- 3:00pm - 5:00pm LEAP I and II Program Meetings (WebEx to Follow)
- 3:00pm - 5:00pm Webex meeting invitation: LEAP Program Review Meeting
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services

Wednesday, October 18

- 7:00am - 8:30am Mentorship docs
- 8:30am - 9:00am SES
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 11:30am - 12:30pm FW: Webex meeting invitation: 45th Reocring
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access TrainingRegistration
- 3:00pm - 4:00pm Webex meeting invitation: Follow-up Discussion on Gender Identity and Inclusive Language Training, Hosted by Dr. Elizabeth Dickinson
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services
- 4:30pm - 5:00pm Finalize Election Readiness Page - Nicole Stein

Thursday, October 19

- 7:00am - 10:00am SES narratives
- 10:00am - 11:00am Equity - Year 2
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - Nicole Stein
- 11:30am - 12:00pm Meet and Greet - VA (Pre meeting)
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - Nicole Stein
- 12:45pm - 1:45pm HOLD
- 2:00pm - 4:00pm SES narratives
- 3:30pm - 4:00pm Certify T&A ↻
- 4:00pm - 4:30pm Monthly Election Readiness Meeting
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access

Friday, October 20

- CWS ↻
- 12:00pm - 12:30pm Discuss Employee Development Plan (WebEx to follow) - Dale A. Christopher
- 12:10pm - 12:50pm Webex meeting scheduled: DEIA
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - Cisco Webex
- 1:00pm - 1:30pm Call w/ HSGAC
- 1:00pm - 1:30pm Touch base, re: OGE director nomination (Grant will call) - Grant Anderson

Saturday, October 21

Sunday, October 22

October 23, 2023 - October 29, 2023

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15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday, October 23

- 7:00am - 8:00am SES review
- 9:00am - 9:30am chipcheck in - Dale A. Christopher
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:00am - 11:45am PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻
- 12:30pm - 5:30pm (b)(6) - personal

Tuesday, October 24

■ (b)(6) - personal

Wednesday, October 25

- (b)(6) - personal
- 11:00am - 11:30am SAC/OMB Monthly Meeting- October 2023
Topic: Check-In/Q&A
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access

Thursday, October 26

- Scan/shred due
- 10:00am - 1:00pm Save the Date: Employee Recognition Event and OGE's 45th Birthday (Rooftop at 1201 New York Avenue (local remote) & Virtual (distance remote) (b)(5) OGE internal network status and access information) - Nicole Stein

Friday, October 27

- CWS ↻
- 1:00pm - 2:00pm Pride in Federal Service Monthly Member Meetings 2023 (Zoom Meeting) - Richmond, Orien ↻

Saturday, October 28

Sunday, October 29

October 30, 2023 - November 5, 2023

October 2023							November 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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	15	16	17	18	19	20	21	12	13	14	15	16	17	18
	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	29	30	31					26	27	28	29	30		

Monday, October 30

- 8:30am - 9:00am IT support
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

Tuesday, October 31

- Halloween (United States)
- 7:00am - 7:30am Email
- 8:00am - 9:00am SES narrative
- 9:00am - 9:55am General Counsel Exchange Discussion on Major Federal Investments (Microsoft Teams Meeting) - General Counsel Exchange
- 11:00am - 12:10pm Webex meeting changed: Observance - National Disability Employment Awareness Month
- 11:00am - 12:00pm Observance for National Disability Employment Awareness Month (Virtual) - David M. Levenson
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- 3:00pm - 3:30pm Pre-meeting: Quarterly DAEO Meeting (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 5:00pm Comms (Microsoft Teams Meeting) - Nicole Stein

Wednesday, November 1

- 7:00am - 7:30am Send native american email
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 9:40am - 10:10am DAEO Meeting - PCD pre-meeting - Nicole Stein
- 10:15am - 11:00am OGE Mgmt Move Status Updates (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 11:00am - 11:30am Travel to 1201
- 11:30am - 12:00pm New IT equipment
- 12:00pm - 1:00pm Hold
- 1:00pm - 1:30pm Travel back
- 2:00pm - 3:00pm PCD meeting - PCD Calendar ↻
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 3:00pm - 4:00pm GAO pre-meeting (Shelley's office?) - Elizabeth D.

Thursday, November 2

- 8:00am - 8:50am Conferences
- 10:00am - 11:30am Quarterly DAEO Meeting
(b)(5) OGE internal network status and access information - Nicole Stein
- 10:00am - 11:15am Webex webinar invitation: DAEO Quarterly Meeting
(b)(5) - conference bridge access
- 10:00am - 11:15am Webex webinar invitation: DAEO Quarterly Meeting
(b)(5) - conference bridge access - OGE Webex Services
- 12:00pm - 12:30pm Conference
- 1:30pm - 2:00pm Certify T&A ↻
- 2:00pm - 3:00pm Prepare
- 3:00pm - 4:00pm Entrance Conference with OGE - Federal Financial Disclosure Program (107039)
(b)(5) - conference bridge access
- 3:00pm - 4:00pm Entrance Conference with OGE - Federal Financial Disclosure Program (107039)
(b)(5) - conference bridge access - Cooper, Jazzmin R

Friday, November 3

- CWS ↻
- 1:00pm - 6:00pm Unavailable

Saturday, November 4

Sunday, November 5